

**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Rudy N. Garcia**  
*Commissioner, District 3*



**SANTA FE COUNTY**

**Anna T. Hamilton**  
*Commissioner, District 4*

**Hank Hughes**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

## **Job Title: Elections Administrative Specialist**

<b>Department/Division:</b>	<b>County Clerk's Office / Bureau of Elections</b>
<b>Salary:</b>	<b>\$13.5644/hr. - \$20.3466/hr. Range: 15</b>
<b>Position Status:</b>	<b>Full-Time/ Classified</b>
<b>FLSA Status:</b>	<b>Covered</b>
<b>Closing Date:</b>	<b>August 3, 2021</b>
<b>Job #:</b>	<b>7-2021-029</b>

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### **Primary Purpose:**

Under the general supervision of the County Clerk and BOE Chief Deputy Clerk and the direct supervision of the Elections Administration Supervisor; responsible for the dissemination of voter information, voter registration and election activities in compliance with the New Mexico Election Code.

### **Essential Job Functions:**

- Must become familiar with the provisions of the New Mexico Election Code as it relates to the conduct of elections within the County;
- Ensure compliance with the provisions of the New Mexico Election Code as it relates to the conduct of elections within the County;
- Duties include, but are not limited to voter registration, candidate filings, absentee ballot processing and recording, campaign finance filings, voting system programming and troubleshooting, preparation of ballots, instructions to voters and candidates, preparation of election notices;
- Review of candidates' filings and petitions; and post-election canvassing;
- Responsible for the timely and accurate dissemination of information to voters and other citizens regarding the election process;
- Works with procurement staff in budget and contracts as it relates to voter information, voter registration and election activities;
- Promptly responds to telephone calls and written communications;

- Perform administrative functions and tasks throughout the County Clerk's Office to include the Bureau of Elections, Recording, and Records & Research Divisions; training staff and the public.

#### **Knowledge / Skills:**

- General knowledge of election procedures with organizational skill;
- Must have strong customer service skills and the ability to work under stressful circumstances in dealing with the public and co-workers;
- Communication skills both verbal and written are necessary.
- Ability to work independently or with others, maintaining a professional attitude with the public, co-workers and County officials.
- Knowledge of office procedures and equipment including basic office machinery and word processing programs.

#### **Minimum Qualifications:**

- High school diploma or equivalent, any combination of college education is desirable, experience, or training providing four (4) years of experience in general business administration;

#### **Working Conditions:**

Work is performed in both an office setting, warehouse and in the field, in varied weather conditions with occasional duties in the evening and on weekends during peak election and recording cycles. Manual and finger dexterity required. May be subject to CRT's, VDT's and UV rays. May be required to lift or push up to 50 lbs. Travel time may be required. Training others is required.

#### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

#### **Apply Online at:**

[https://www.santafecountynm.gov/human\\_resources/employment\\_applications](https://www.santafecountynm.gov/human_resources/employment_applications).

**Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.**